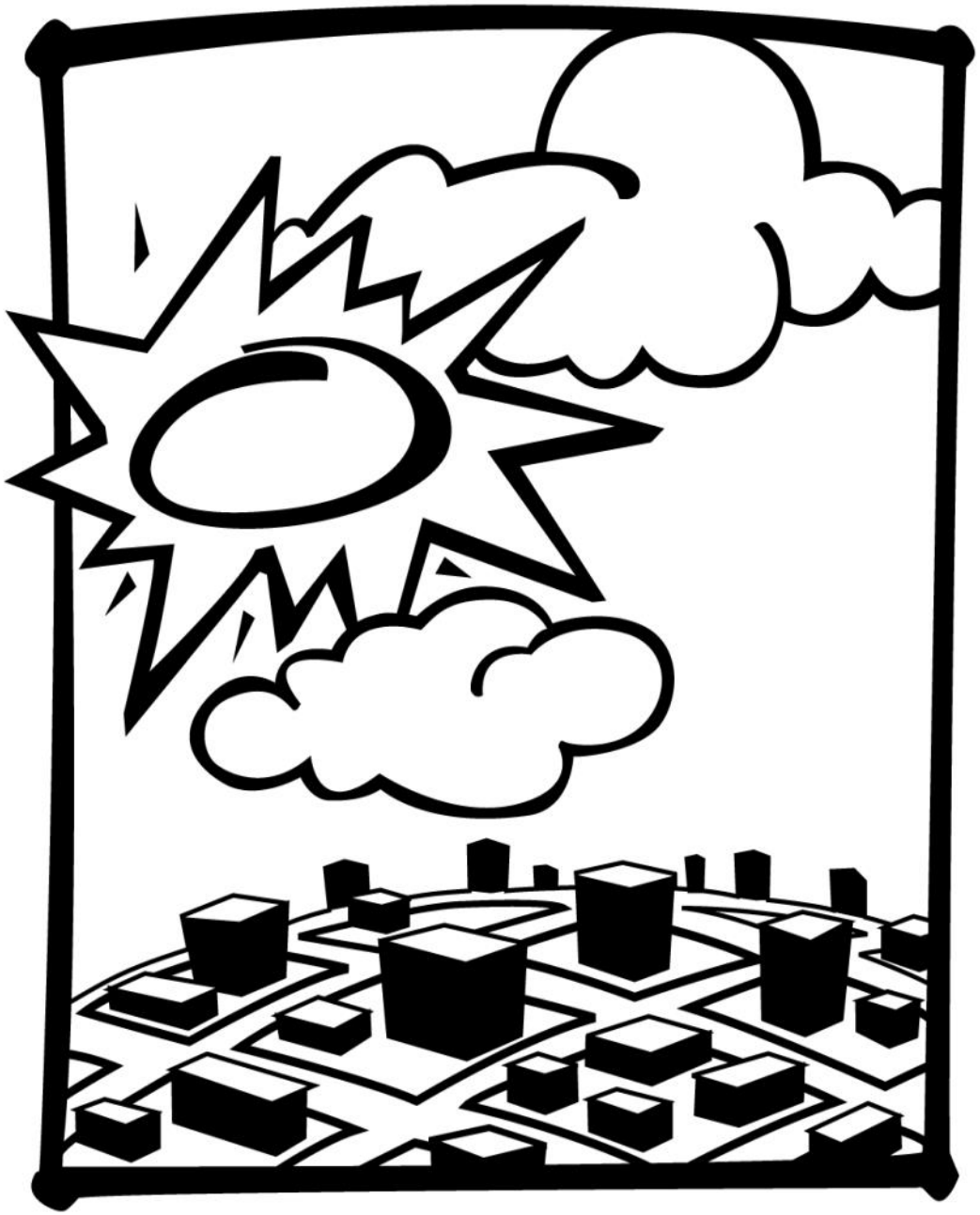

2016 Compliance Calendar for Perchloroethylene Dry Cleaners

Kansas Small Business
Environmental Assistance Program
Confidential technical assistance
Phone: 800-578-8898
Email: sbeap@ksu.edu
Web site: www.sbeap.org

Kansas Department of Health and Environment (KDHE)
Contact Information

Bureau of Environmental Remediation

Joe Dom
Kansas Dry Cleaning Program
Kansas Department of Health and Environment
1000 SW Jackson, Suite 410
Topeka, KS 66612-1367
Phone: 785-296-4367
Fax: 785-296-4823
E-mail: jdom@kdheks.gov
Web site: www.kdheks.gov/dryclean/

Dry cleaners must register annually with this bureau, which administers the Kansas Drycleaner Environmental Response Act (DERA). It is a regulatory program focused on preventing spills from being released off site. It offers financial assistance for assessment and remediation activities at dry-cleaning facilities where spills (releases) have occurred.

Bureau of Air

Tim Evans
Air Compliance and Enforcement Section
Kansas Department of Health and Environment
1000 SW Jackson, Suite 310
Topeka, KS 66612-1366
Phone: 785-296-1542
E-mail: tevans@kdheks.gov
Web site: www.kdheks.gov/bar/

This KDHE bureau regulates air emissions. It ensures dry cleaners minimize air leaks and contaminants in order to meet KDHE (state) and EPA (federal) regulatory requirements.

Bureau of Waste Management

Ken Powell
Compliance & Enforcement, Waste Reduction & Assistance Section
Kansas Department of Health and Environment
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366
Phone: 785-296-1121
E-mail: kpowell@kdheks.gov
Web site: www.kdheks.gov/waste/

This bureau regulates storage and disposal of solid and hazardous waste in accordance with KDHE (state) and EPA (federal) regulations.

Small Business/Community Support

Melissa Hammond
Small Business and Pollution Prevention Coordinator
Bureau of Environmental Remediation
Kansas Department of Health and Environment
1000 SW Jackson, Suite 410
Topeka, KS 66612-1367
Phone: 785-296-6603
E-mail: mhammond@kdheks.gov
Web site: www.kdheks.gov/sbcs/

This KDHE division provides support services to the public, communities, and small Kansas businesses through grants and technical assistance. Contact this group with general questions about your permit, whom to best answer your questions, or pollution prevention technologies.

PLEASE READ **다음을 읽어 주십시오** **请仔细阅读** **XIN VUI LÒNG ĐỌC** **कृपया पढ़ें**

IMPORTANT: As a dry cleaner owner or operator in Kansas, you must follow certain environmental regulations. This calendar will help you understand what you must do and record information that is required by law. Check that you have the correct calendar for each machine. Calendars must be kept on file for at least **five** years. If you have a question, please contact the Kansas Small Business Environmental Assistance Program at 800-578-8898 or *sbeap@ksu.edu*. This is a free and confidential program. If you would like, someone from this program will come to your shop and teach you what you must do. If you have difficulty with the English language, please find someone who can help you read this calendar.

중요: 캔사스주의 드라이 클리너 소유주 또는 영업자이신 귀하는 특정 환경 규정을 반드시 준수해야 합니다. 이 달력은 귀하가 반드시 해야 하는 사항과 법에서 요구하는 정보를 기록하도록 도와드립니다. 각 기계 당 정확한 달력이 있는 지 확인하십시오. 달력은 최소 **5**년간 보관해야 합니다. 질문이 있으시면 캔사스 소기업 환경지원 프로그램 800-578-8898 또는 *sbeap@ksu.edu* 로 연락 주십시오. 이 프로그램은 무료이며 비밀을 보장합니다. 원하실 경우, 이 프로그램 담당자가 귀하의 영업장소를 방문하여 귀하가 해야 할 일을 안내합니다. 영어 사용에 어려움이 있으시면, 이 달력을 읽을 수 있도록 도와줄 사람을 찾으십시오.

重要提示:
肯萨斯州干洗店的店主或员工，必须遵守相应的环保条例。本记录能帮您了解您要履行的义务，以及按照法律规定登记信息。请核实每台干洗机都有准确无误的记录。所有记录必须有至少五年的存档备案。如有疑问，请联系肯萨斯州小企业环境援助计划，电话800-578-8898，邮箱地址*sbeap@ksu.edu*。本项目提供无偿服务，对客户保密。如需帮助，本项目工作人员会前往贵处协助相关事宜。如有英语语言沟通困难，请他人代为阅读。

QUAN TRỌNG: Là chủ nhân hoặc người điều hành một tiệm giặt khô ở Kansas, quý vị phải tuân thủ một số quy định về môi trường. Lịch này sẽ giúp quý vị hiểu những gì quý vị phải làm và ghi lại thông tin mà luật pháp yêu cầu. Hãy kiểm tra rằng quý vị có đúng lịch cho mỗi máy. Các lịch phải được giữ trong hồ sơ ít nhất **năm** năm. Nếu quý vị có câu hỏi, xin vui lòng liên hệ Chương trình Hỗ trợ Môi trường Doanh nghiệp Nhỏ của Kansas theo số 800-578-8898 hoặc *sbeap@ksu.edu*. Đây là một chương trình miễn phí và bảo mật. Nếu quý vị muốn, một người từ chương trình này sẽ đến tiệm của quý vị và chỉ dẫn cho quý vị những gì quý vị phải làm. Nếu quý vị bị khó khăn với tiếng Anh, xin vui lòng tìm một ai đó có thể giúp quý vị đọc lịch này.

महत्वपूर्ण: केन्सास में एक ड्राई क्लीनर मालिक या ऑपरेटर के रूप में, आपको कुछ पर्यावरण नियमों का पालन करना चाहिए| यह कैलेंडर, आपको क्या करना चाहिये उसे समझनें और उस जानकारी को रिकार्ड करनें में मदद करेगा जो कि कानून द्वारा अपेक्षित है| जाँच करें कि आपके पास प्रत्येक मशीन के लिए सही कैलेंडर है| कैलेंडर कम से कम **पांच** साल के लिए फ़ाइल पर रखा जाना चाहिए| यदि आप कोई सवाल पूछना चाहते है, कृपया केन्सास लघु व्यापार पर्यावरण सहायता कार्यक्रम को 800-578-8898 या *sbeap@ksu.edu*. पर संपर्क करें| यह एक स्वतंत्र और गोपनीय कार्यक्रम है| यदि आप चाहते हैं, तो इस कार्यक्रम से कोई आपकी दुकान पर आ जाएगा और सिखा देगा कि आपको क्या करना चाहिए| यदि आपको अंग्रेजी भाषा के साथ कठिनाई होती है, तो कृपया किसी को खोजें जो इस कैलेंडर को पढ़ने में आपकी मदद कर सके|

Instructions for Use

GENERAL

Kansas dry cleaners are regulated under three different environmental compliance programs — hazardous air pollutants (NESHAP), the *Kansas Drycleaner Environmental Response Act* (DERA), and hazardous waste. This calendar is designed to help you keep records required by all three of these programs. NESHAP and DERA records must be kept at your facility for a minimum of five years, and the hazardous waste records for three years, so we recommend keeping all records for five years. Use a separate calendar for each perchloroethylene (perc) machine. Request additional copies if needed. A different compliance calendar exists for petroleum and other non-perc users.

CARBON ADSORBER/CONDENSER MONITORING LOG

Check high- and low-pressure gauges of the refrigerated condenser every week. If you don't have pressure gauges, check outlet temperature instead. Record the pressure or temperature and date in the space provided. Maintain pressures within the manufacturer's specified range as recorded here _____ (look in machine's maintenance manual). In the block marked "Is temp less than or equal to 45° Fahrenheit (7.2° Celsius)?", check "**Y**" or "**N**" for "yes" or "no." If you checked "**N**," the machine must be adjusted or repaired, and a corrective action form, located at the back of the calendar, should be filled out.

If installed before September 22, 1993, you are allowed to use a carbon adsorber as a substitute for a refrigerated condenser as described above. Measure weekly the carbon adsorber exhaust using a colorimetric detector tube or perc gas analyzer able to detect perc concentrations of 100 parts per million (ppm) or less. The weekly measurement should be taken at the end of the last dry-cleaning cycle while the perc is released to the carbon adsorber prior to steaming out or cleaning the adsorber. Record the perc concentration (ppm) in the column provided. If you happen to have both a refrigerated condenser and carbon adsorber, you do not have to take and record readings for each unit, just one or the other will do. Circle here which unit is monitored: "**refrigerated condenser**" or "**carbon adsorber**."

NESHAP INSPECTION LOG

If your machine was installed before December 9, 1991, and you buy **less than 140 gallons** of perc per year, you must inspect for perceptible (sight, smell, or feel) leaks at least every other week. Otherwise, inspect weekly. All perc machines should be inspected for vapor leaks monthly using a halogenated hydrocarbon detector or a perc gas analyzer. Record results of the inspections on the calendar. If leaks are found, they must be repaired within 24 hours. Record these repairs on a corrective action form, located at the back of the calendar. If parts are needed, they must be ordered within two days and installed within five working days of receipt.

DERA AND HAZARDOUS WASTE INSPECTIONS

All dry cleaners must register annually with the KDHE Bureau of Environmental Remediation. Secondary containment structures must be made of steel, epoxy, or polyethylene and be large enough to accommodate a worst-case spill. Conduct weekly inspections of the secondary containment and each storage container and storage area. Sign the inspection logs provided for each month in the calendar. Make a note on the corrective action forms of any problems that were found, what was done to correct each problem, the date each problem was corrected, and who corrected it. Use the envelope at the back of the calendar to store your hazardous waste and perc purchase receipts. Follow the pollution prevention guidelines listed at the back of the calendar.

New for 2016

KDHE CONTACT INFORMATION

- Updated program contact information.

FOR MORE INFORMATION

Contact SBEAP at 800-578-8898 or check its website at www.sbeap.org for dry-cleaner information. Several publications and useful tools are available on the dry-cleaner industry resource page at www.sbeap.org/resources/industries/dry-cleaners.

The KDHE Dry Cleaning Program website is at http://www.kdheks.gov/dryclean/index.html. Here you can do the required annual registration of your dry cleaner on-line. You can also find Kansas-registered dry cleaners.

Both the SBEAP and the KDHE Dry Cleaning Program websites have electronic copies of compliance calendars and *The Kansas Drycleaners Manual*, a manual that assists with understanding the environmental requirements for Kansas drycleaners.

The KDHE *Hazardous Waste Generator Handbook*, as well as other helpful hazardous waste forms and technical guidance documents, are available on KDHE's website at www.kdheks.gov/waste/p_inspections.html.

Calculating your 12-month Running Total

What is a 12-month running total?
The total amount of perc you purchased in the previous 12 months.

Step 1: Fill out last year's information.

Record this information from last year's calendar (2015). Refer to this page instead of looking at your old calendar each month.

12-month total from December 2015: _____ gal

Jan. 2015 perc purchases: _____ gal	May 2015 perc purchases: _____ gal	Sep. 2015 perc purchases: _____ gal
Feb. 2015 perc purchases: _____ gal	Jun. 2015 perc purchases: _____ gal	Oct. 2015 perc purchases: _____ gal
Mar. 2015 perc purchases: _____ gal	Jul. 2015 perc purchases: _____ gal	Nov. 2015 perc purchases: _____ gal
Apr. 2015 perc purchases: _____ gal	Aug. 2015 perc purchases: _____ gal	Dec. 2015 perc purchases: _____ gal

Step 2: Take a look at this example for May 2016.

EXAMPLE: May 2016 12-month running total

12-month total from last month (Apr. 2016) =	*80*
Subtract perc purchased in May 2015 =	*20*
Subtotal =	*60*
This month's (May 2016) perc purchases	
Date / Gallons	
5/14 / *20*	
5/27 / *10*	
May 2016 perc total =	*30*
Current 12-month running total ***(Subtotal + May 2016 total)*** =	*90*

This is the amount you purchased from May 2015 through April 2016. This is 12 months of purchases (the running total). Let's assume you bought 80 gallons in those 12 months.

Assume you bought 20 gallons in May 2015. You need to subtract May 2015 so you can add in the new May 2016 data.

This is only eleven months worth of purchases! You need to add in the newest month's (May's) totals to get back up to 12 months of purchases.

Assume you bought 20 gallons of perc on May 14 and another 10 gallons on May 27, 2016. That is 30 gallons total.

Now you add together the Subtotal and May 2016 perc purchases. This is the new 12-month running total (June 2015 through May 2016).

Step 3: Fill out your calendar.

Determine each month's 12-month running total as the year continues. ***Make sure to keep all receipts on site for 5 years.*** Continue to refer back to this page for last year's perc purchases. For further assistance, call SBEAP at 800-578-8898.

10 Tips for Using your Perc Detector

(Halogenated hydrocarbon detector or perchloroethylene gas analyzer)

1. **Don't forget to inspect for leaks with the perc detector once a month.** If a vapor leak is detected, you are required to document the leak and repair it within 24 hours unless parts must be ordered. If parts must be ordered, you must repair vapor leaks within 5 days of receiving the part(s).

2. **Figure out how it should be calibrated.** Work with your supplier to be certain of this! Most require fresh air prior to testing for leaks. It is recommended you turn on the detector outside of your shop. If you turn it on near a leak, it may calibrate incorrectly. For example, if there is a leak of 100 parts per million (ppm) and you turn the detector on near that leak, it will reset its "zero-point" to 100 ppm and will not detect leaks any smaller than that.

3. **Operate your detector according to the manufacturer's instructions.** Don't hesitate to call your vendor with questions.

4. **Check for leaks when they are most likely to occur.** Check for leaks during the drying cycle since the dry-cleaning machine is operating under pressure. Check for leaks around the distillation unit while it is running. You probably won't find leaks during the wash cycle since perc liquid is being agitated in the drum and the condenser isn't running.

5. **Place the tip of the detector at the surface (within one to two inches) of the area being checked.** Move it slowly back and forth before moving to the next area.

6. **Inspect all of the following components:**
    a. *Hose and pipe connections, fittings, couplings, and valves*
    b. *Door gaskets and seatings*
    c. *Filter gaskets and seatings*
    d. *Pumps*
    e. *Solvent tanks and containers*
    f. *Water separators*
    g. *Muck cookers*
    h. *Stills*
    i. *Exhaust dampers*
    j. *Diverter valves*
    k. *All filter housing*

7. **If the detector beeps rapidly, you may have a leak.** Go back to the area where you first detected the beeps. You want to find the exact spot where the detector reliably beeps so you know the precise part or location to repair.

8. **If the instrument detects a perc vapor leak or is set off, make sure to air it out before continuing the inspection.** Otherwise, you may have mixed or incorrect results.

9. **The detector must be able to detect vapor concentrations of 25 ppm by volume**. It must also either emit an audible or visual signal that varies as the concentration level changes.

10. **Keep the perc detector away from refrigeration systems.** Otherwise, a refrigerant leak may cause your detector to be set off.

January 2016

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Dec. 2015) =	
Subtract perc purchased January 2015 = (see pg 3)	
Subtotal =	
This month's perc purchases*	
Date / Gallons	
January 2016 perc total =	
Current 12-month running total ***(Subtotal + January 2016 total)*** =	

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log

See "Instructions for Use" page 1

Date	Perc concen-tration (ppm)	During Drying Phase		Is pressure within manufac-turing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
		High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
1/6				Y N		Y N
1/13				Y N		Y N
1/20				Y N		Y N
1/27				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection								
Date	**1/6**		**1/13**		**1/20**		**1/27**	
Time								
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

** S = sight, smell or feel ** D = detector (required at least once each month)

Week 1 Inspected by _____
Week 2 Inspected by _____
Week 3 Inspected by _____
Week 4 Inspected by _____

TIP OF THE MONTH!

Transfer information from last year's calendar to this year's calendar on page 3. Look in the machine's maintenance manual and record the manufacturer's specified range for pressure. Record here _____. The information will be needed to determine whether you are in compliance each month.

January 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day	2
3	4 **Update running total ☐ (see page 3)**	5	6 **Weekly inspection ☐** **Carbon adsorber/ condenser log ☐**	7	8	9
10	11	12	13 **Weekly inspection ☐** **Carbon adsorber/ condenser log ☐**	14	15	16
17	18 Martin Luther King Jr. Day (US)	19	20 **Weekly inspection ☐** **Carbon adsorber/ condenser log ☐**	21	22	23
24 31	25	26	27 **Weekly inspection ☐** **Carbon adsorber/ condenser log ☐**	28	29 ***Registration due to KDHE***	30

Go to www.kdheks.gov/dryclean and register your business!

Kansas Small Business Environmental Assistance Program
1-800-578-8898
www.sbeap.org

KANSAS SBEAP Small Business Environmental Assistance Program

February 2016

Perchloroethylene cleaners

Perc Purchase Running Total		
12-month total from last month (Jan. 2016) =		
Subtract perc purchased February 2015 = (see pg 3)		
Subtotal =		
This month's perc purchases*		
Date	Gallons	
February 2016 perc total =		
Current 12-month running total ***(Subtotal + February 2016 total)*** =		

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log

See "Instructions for Use" page 1

Date	Perc concentration (ppm)	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
		High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
2/3				Y N		Y N
2/10				Y N		Y N
2/17				Y N		Y N
2/24				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection								
Date	**2/3**		**2/10**		**2/17**		**2/24**	
Time								
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

** S = sight, smell or feel ** D = detector (required at least once each month)

Week 1 Inspected by _____
Week 2 Inspected by _____
Week 3 Inspected by _____
Week 4 Inspected by _____

TIP OF THE MONTH!
An envelope attached to the end of the calendar is handy for keeping receipts of solvent purchases and repair costs.

February 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Groundhog Day	3 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	4	5	6
7	8	9	10 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	11	12 Lincoln's Birthday	13
14 St. Valentine's Day	15 President's Day	16	17 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	18	19	20
21	22	23	24 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	25	26	27
28	29					

Kansas Small Business Environmental Assistance Program
1-800-578-8898
www.sbeap.org
KANSAS SBEAP Small Business Environmental Assistance Program

March 2016

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Feb. 2016) =	
Subtract perc purchased March 2015 = (see pg 3)	
Subtotal =	
This month's perc purchases*	
Date / Gallons	
March 2016 perc total =	
Current 12-month running total ***(subtotal + March 2016 total)*** =	

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log						
See "Instructions for Use" page 1						
Date	Perc concen-tration (ppm)	During Drying Phase: High Pressure Reading (psi or bar)	During Drying Phase: Low Pressure Reading (psi or bar)	Is pressure within manufac-turing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
3/2				Y N		Y N
3/9				Y N		Y N
3/16				Y N		Y N
3/23				Y N		Y N
3/30				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection										
Date	**3/2**		**3/9**		**3/16**		**3/23**		**3/30**	
Time										
Hazardous Waste										
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N	Y	N
Containment Area										
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?										
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	Y	N

** S = sight, smell or feel ** D = detector (required at least once each month)

Week 1 Inspected by _____
Week 2 Inspected by _____
Week 3 Inspected by _____
Week 4 Inspected by _____
Week 5 Inspected by _____

TIP OF THE MONTH!

The *Kansas Dry-Cleaner Manual* has environmental regulatory information presented in an easy-to-read format. Follow the link above, or call 800-578-8898 if you need a new copy.

March 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	3	4	5
6	7	8	9 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	10	11	12
13 Daylight Saving Time begins	14	15	16 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	17 St. Patrick's Day	18	19
20 Spring Begins	21	22	23 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	24	25 Good Friday	26
27 Easter	28	29	30 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	31		

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April 2016

Perchloroethylene cleaners

Perc Purchase Running Total		
12-month total from last month (March 2016) =		
Subtract perc purchased April 2015 = (see pg 3)		
Subtotal =		
This month's perc purchases*		
Date	Gallons	
April 2016 perc total =		
Current 12-month running total ***(Subtotal + April 2016 total)*** =		

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log						
See "Instructions for Use" page 1						
Date	Perc concentration (ppm)	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
		High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
4/6				Y N		Y N
4/13				Y N		Y N
4/20				Y N		Y N
4/27				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection								
Date	**4/6**		**4/13**		**4/20**		**4/27**	
Time								
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

** S = sight, smell or feel ** D = detector (required at least once each month)

Week 1 Inspected by _____

Week 2 Inspected by _____

Week 3 Inspected by _____

Week 4 Inspected by _____

TIP OF THE MONTH!

No matter how little hazardous waste is generated, it cannot go to the landfill or down the drain. Toxic liquids can enter the groundwater if leaked from sewer-drain joints or landfill liners.

April 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 April Fool's Day	2
3	4	5	6 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	7	8	9
10	11	12	13 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	14	15	16
17	18	19	20 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	21	22 Earth Day	23
24	25	26	27 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	28	29	30

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May 2016

Perchloroethylene cleaners

Perc Purchase Running Total		
12-month total from last month (April 2016) =		
Subtract perc purchased May 2015 = (see pg 3)		
Subtotal =		
This month's perc purchases*		
Date	Gallons	
May 2016 perc total =		
Current 12-month running total ***(Subtotal + May 2016 total)*** =		

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log						
See "Instructions for Use" page 1						
Date	Perc concentration (ppm)	During Drying Phase: High Pressure Reading (psi or bar)	During Drying Phase: Low Pressure Reading (psi or bar)	Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
5/4				Y N		Y N
5/11				Y N		Y N
5/18				Y N		Y N
5/25				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection								
Date	**5/4**		**5/11**		**5/18**		**5/25**	
Time								
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

** S = sight, smell or feel ** D = detector (required at least once each month)

Week 1 Inspected by _____
Week 2 Inspected by _____
Week 3 Inspected by _____
Week 4 Inspected by _____

TIP OF THE MONTH!

While being stored on site, a dike or other secondary containment structure around the waste storage area and dry-cleaning machines will help protect water quality should a leak or spill occur. Near the end of the calendar is an Emergency Response page. Fill in the information and post where employees or customers can see whom to call in case of a spill.

May 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	5	6	7
8 Mother's Day	9	10	11 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	12	13	14
15	16	17	18 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	19	20	21 Armed Forces Day
22	23	24	25 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	26	27	28
29	30 Memorial Day	31				

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June 2016

Perchloroethylene cleaners

Perc Purchase Running Total		
12-month total from last month (May 2016) =		
Subtract perc purchased June 2015 = (see pg 3)		
Subtotal =		
This month's perc purchases*		
Date	Gallons	
June 2016 perc total =		
Current 12-month running total ***(Subtotal + June 2016 total)*** =		

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log						
See "Instructions for Use" page 1						
Date	Perc concentration (ppm)	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
		High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
6/1				Y N		Y N
6/8				Y N		Y N
6/15				Y N		Y N
6/22				Y N		Y N
6/29				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection										
Date	**6/1**		**6/8**		**6/15**		**6/22**		**6/29**	
Time										
Hazardous Waste										
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N	Y	N
Containment Area										
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?										
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	Y	N

** S = sight, smell or feel

** D = detector (required at least once each month)

Week 1 Inspected by _____

Week 2 Inspected by _____

Week 3 Inspected by _____

Week 4 Inspected by _____

Week 5 Inspected by _____

TIP OF THE MONTH!

You are halfway through the year! Have you been keeping up with inspections? Solvent leaks or spills will be caught sooner with regular inspections. Use this calendar to record results of inspections.

June 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	2	3	4
5	6	7	8 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	9	10	11
12	13	14 Flag Day	15 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	16	17	18
19 Father's Day	20 Summer Begins	21	22 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	23	24	25
26	27	28	29 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	30		

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July 2016

Perchloroethylene cleaners

Perc Purchase Running Total		
12-month total from last month (June 2016) =		
Subtract perc purchased July 2015 = (see pg 3)		
Subtotal =		
This month's perc purchases*		
Date	Gallons	
July 2016 perc total =		
Current 12-month running total ***(Subtotal + July 2016 total)*** =		

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log							
See "Instructions for Use" page 1							
Date	Perc concen-tration (ppm)	During Drying Phase		Is pressure within manufac-turing range?		Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?	
		High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)					
7/6				Y	N		Y	N
7/13				Y	N		Y	N
7/20				Y	N		Y	N
7/27				Y	N		Y	N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection								
Date	**7/6**		**7/13**		**7/20**		**7/27**	
Time								
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

** S = sight, smell or feel ** D = detector (required at least once each month)

Week 1 Inspected by _____
Week 2 Inspected by _____
Week 3 Inspected by _____
Week 4 Inspected by _____

TIP OF THE MONTH!

Have an emergency plan for dealing with solvent spills? Prevent leaks and spills from leaving the property by keeping a spill clean-up kit nearby. Near the end of the calendar is an Emergency Response page. Fill in the information and post where employees or customers can see whom to call.

July 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Independence Day	5	6 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	7	8	9
10	11	12	13 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	14	15	16
17	18	19	20 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	21	22	23
24 Parents' Day 31	25	26	27 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	28	29	30

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August 2016

Perchloroethylene cleaners

Perc Purchase Running Total		
12-month total from last month (July 2016) =		
Subtract perc purchased August 2015 = (see pg 3)		
Subtotal =		
This month's perc purchases*		
Date	Gallons	
August 2016 perc total =		
Current 12-month running total ***(Subtotal + August 2016 total)*** =		

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log						
See "Instructions for Use" page 1						
Date	Perc concentration (ppm)	During Drying Phase: High Pressure Reading (psi or bar)	During Drying Phase: Low Pressure Reading (psi or bar)	Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
8/3				Y N		Y N
8/10				Y N		Y N
8/17				Y N		Y N
8/24				Y N		Y N
8/31				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection										
Date	**8/3**		**8/10**		**8/17**		**8/24**		**8/31**	
Time										
Hazardous Waste										
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N	Y	N
Containment Area										
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?										
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	Y	N

**** S = sight, smell or feel** **** D = detector (required at least once each month)**

Week 1 Inspected by _____
Week 2 Inspected by _____
Week 3 Inspected by _____
Week 4 Inspected by _____
Week 5 Inspected by _____

TIP OF THE MONTH!
Label hazardous waste containers with "Hazardous Waste" and mark labels with the accumulation start date (the date you first put waste into the container).

August 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	4	5	6
7	8	9	10 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	11	12	13
14	15	16	17 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	18	19	20
21	22	23	24 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	25	26	27
28	29	30	31 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐			

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September 2016

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Aug. 2016) =	
Subtract perc purchased September 2015 = (see pg 3)	
Subtotal =	
This month's perc purchases*	
Date / Gallons	
September 2016 perc total =	
Current 12-month running total ***(Subtotal + September 2016 total)*** =	

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log						
See "Instructions for Use" page 1						
Date	Perc concentration (ppm)	During Drying Phase: High Pressure Reading (psi or bar)	During Drying Phase: Low Pressure Reading (psi or bar)	Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
9/7				Y N		Y N
9/14				Y N		Y N
9/21				Y N		Y N
9/28				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection								
Date	**9/7**		**9/14**		**9/21**		**9/28**	
Time								
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

** S = sight, smell or feel ** D = detector (required at least once each month)

Week 1 Inspected by _____
Week 2 Inspected by _____
Week 3 Inspected by _____
Week 4 Inspected by _____

TIP OF THE MONTH!

Floor drains are not allowed in secondary containment structures. This requirement will help protect groundwater quality.

September 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Labor Day	6	7 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	8	9	10
11 Grandparents Day	12	13	14 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	15	16	17
18	19	20	21 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	22 Autumn begins	23	24
25	26	27	28 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	29	30	

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KANSAS SBEAP Small Business Environmental Assistance Program

October 2016

Perchloroethylene cleaners

Perc Purchase Running Total		
12-month total from last month (Sept. 2016) =		
Subtract perc purchased October 2015 = (see pg 3)		
Subtotal =		
This month's perc purchases*		
Date	Gallons	
October 2016 perc total =		
Current 12-month running total ***(Subtotal + October 2016 total)*** =		

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log						
See "Instructions for Use" page 1						
Date	Perc concentration (ppm)	During Drying Phase		Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
		High Pressure Reading (psi or bar)	Low Pressure Reading (psi or bar)			
10/5				Y N		Y N
10/12				Y N		Y N
10/19				Y N		Y N
10/26				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection								
Date	**10/5**		**10/12**		**10/19**		**10/26**	
Time								
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

**** S = sight, smell or feel** **** D = detector (required at least once each month)**

Week 1 Inspected by _____
Week 2 Inspected by _____
Week 3 Inspected by _____
Week 4 Inspected by _____

TIP OF THE MONTH!

For a facility that is closing or not operating for 45 continuous days, remove dry-cleaning solvents and wastes. Notify KDHE. For more details, see pages 7 and 26 of the *Kansas Dry-Cleaner Manual*.

October 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	6	7	8
9	10 Columbus Day	11	12 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	13	14	15
16	17 National Boss's Day	18	19 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	20	21	22
23 30	24 31 Halloween	25	26 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	27	28	29

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November 2016

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Oct. 2016) =	
Subtract perc purchased November 2015 = (see pg 3)	
Subtotal =	
This month's perc purchases*	
Date / Gallons	
November 2016 perc total =	
Current 12-month running total ***(Subtotal + November 2016 total)*** =	

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log						
See "Instructions for Use" page 1						
Date	Perc concentration (ppm)	During Drying Phase: High Pressure Reading (psi or bar)	During Drying Phase: Low Pressure Reading (psi or bar)	Is pressure within manufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
11/2				Y N		Y N
11/9				Y N		Y N
11/16				Y N		Y N
11/23				Y N		Y N
11/30				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection										
Date	**11/2**		**11/9**		**11/16**		**11/23**		**11/30**	
Time										
Hazardous Waste										
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N	Y	N
Containment Area										
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?										
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N	Y	N

** S = sight, smell or feel ** D = detector (required at least once each month)

Week 1 Inspected by _____

Week 2 Inspected by _____

Week 3 Inspected by _____

Week 4 Inspected by _____

Week 5 Inspected by _____

TIP OF THE MONTH!
Do not discharge any dry-cleaning solvents or other waste into sanitary sewers, storm sewers, septic tanks, underground storage tanks, water bodies, or soil!

November 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	3	4	5
6 Daylight Saving Time ends	7	8 Election Day	9 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	10	11 Veterans Day	12
13	14	15	16 Veterans Day **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	17	18	19
20	21	22	23 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	24 Thanksgiving	25	26
27	28	29	30 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐			

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Small Business Environmental Assistance Program

December 2016

Perchloroethylene cleaners

Perc Purchase Running Total	
12-month total from last month (Nov. 2016) =	
Subtract perc purchaed December 2015 = (see pg 3)	
Subtotal =	
This month's perc purchases*	
Date / Gallons	
December 2016 perc total =	
Current 12-month running total ***(Subtotal + December 2016 total)*** =	

*Keep receipts in envelope at back of calendar.

Carbon Adsorber/Condenser Monitoring Log						
See "Instructions for Use" page 1						
Date	Perc concen-tration (ppm)	During Drying Phase: High Pressure Reading (psi or bar)	During Drying Phase: Low Pressure Reading (psi or bar)	Is pressure within man-ufacturing range?	Outlet Temp During Cool Down	Is temp less than or equal to 45°F (7.2°C)?
12/7				Y N		Y N
12/14				Y N		Y N
12/21				Y N		Y N
12/28				Y N		Y N

If "N" is answered above, fill out corrective action form (back of calendar).

Weekly Inspection								
Date	**12/7**		**12/14**		**12/21**		**12/28**	
Time								
Hazardous Waste								
Are containers in good condition?	Y	N	Y	N	Y	N	Y	N
Are waste containers made of appropriate material?	Y	N	Y	N	Y	N	Y	N
Are containers tightly closed?	Y	N	Y	N	Y	N	Y	N
Are individual containers clearly labeled as "Hazardous Waste" and the date that waste was first put into the container?	Y	N	Y	N	Y	N	Y	N
Containment Area								
Is wastewater stored no longer than 60 days?	Y	N	Y	N	Y	N	Y	N
Is secondary containment around machine in good condition?	Y	N	Y	N	Y	N	Y	N
Is hazardous waste secondary containment in good condition?	Y	N	Y	N	Y	N	Y	N
Are the following items leak-free?								
*Circle method of inspection (**S or D**)* **	***S***	***D***	***S***	***D***	***S***	***D***	***S***	***D***
Hose and pipe connections, fittings, couplings, valves	Y	N	Y	N	Y	N	Y	N
Door gasket and seal	Y	N	Y	N	Y	N	Y	N
Pump	Y	N	Y	N	Y	N	Y	N
Solvent tank and containers	Y	N	Y	N	Y	N	Y	N
Water separator	Y	N	Y	N	Y	N	Y	N
Muck cooker	Y	N	Y	N	Y	N	Y	N
Still	Y	N	Y	N	Y	N	Y	N
Exhaust damper	Y	N	Y	N	Y	N	Y	N
Diverter valve	Y	N	Y	N	Y	N	Y	N
Filter gasket and seal	Y	N	Y	N	Y	N	Y	N
Cartridge filter housing	Y	N	Y	N	Y	N	Y	N

**** S = sight, smell or feel** **** D = detector (required at least once each month)**

Week 1 Inspected by _____
Week 2 Inspected by _____
Week 3 Inspected by _____
Week 4 Inspected by _____

TIP OF THE MONTH!
Annual registrations (due January 31) can be completed online. See pages 5 or 24 of the *Kansas Dry-Cleaner Manual* for details.

December 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	8	9	10
11	12	13	14 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	15	16	17
18	19	20	21 Winter begins **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	22	23	24
25 Christmas	26	27	28 **Weekly inspection** ☐ **Carbon adsorber/ condenser log** ☐	29	30	31 New Year's Eve

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KANSAS SBEAP Small Business Environmental Assistance Program

Corrective action forms—keep these records for five years.

After determining that your equipment has an air leak, you must do the following:

- Repair the leak within 24 hours, if no parts are needed
- If parts are needed, order within two days
- Install parts within five days of receipt
- Record details of repair work below

Any other repairs (e.g., hazardous waste storage containers, secondary containment structures) must be made within five days.

Machine no. or area of leak: _____

Date of initial inspection: _____

Inspector: _____

Date problem was corrected: _____

Describe problem and solution: _____

_____

_____

Are parts needed? Yes _____ **No** _____

Date ordered: _____ **Date received:** _____

Date installed: _____

Describe: _____

_____

Use this form when corrective actions are necessary.

After determining that your equipment has an air leak, you must do the following:

- Repair the leak within 24 hours, if no parts are needed
- If parts are needed, order within two days
- Install parts within five days of receipt
- Record details of repair work below

Any other repairs (e.g., hazardous waste storage containers, secondary containment structures) must be made within five days.

Machine no. or area of leak: _____

Date of initial inspection: _____

Inspector: _____

Date problem was corrected: _____

Describe problem and solution: _____

_____

_____

Are parts needed? Yes _____ **No** _____

Date ordered: _____ **Date received:** _____

Date installed: _____

Describe: _____

_____

Use this form when corrective actions are necessary.

Dry-Cleaner's Emergency Response Contact Information

(Remove from calendar and post at a phone accessible to all employees.)

Emergency Coordinator (primary)	Emergency Coordinator (alternate)
Name	Name
Home phone	Home phone
Home address	Home address

Fire -- Call 911 or _____

Spill -- Call 911 or _____

Equipment Location

Fire extinguishers _____

Spill control _____

Fire alarms _____

Response Action

Fire Call the fire department, or extinguish the fire using an appropriate fire extinguisher.

Spill Contain the flow of spilled dry-cleaning solvent and waste to the extent possible. As soon as practicable, recover the spilled dry-cleaning solvent and waste plus contaminated materials and/or soil. Contact KDHE immediately at 785-296-1679 (24 hours a day). Recovered spill materials may need to be handled and disposed as a hazardous or special waste.

Fire/Explosion or Release (release or spill that can or will adversely impact groundwater, surface water, or soils of the state)

Notify the National Response Center at 800-424-8802 **and** notify the Kansas Department of Health and Environment, Bureau of Environmental Remediation at 785-296-1679 with the following information:

- Name
- Address
- US EPA ID number
- Quantity and type of waste
- Quantity and disposition of recovered materials
- Date
- Time
- Type of incident
- Extent of injury

Pollution Prevention Guidelines
(perc cleaners)

- Close machine doors immediately after transferring articles to or from the machines.
- Keep machine doors closed between transfers.
- Follow the manufacturer's instructions for operating and maintaining machines and equipment.
- Drain cartridge filters in a closed container for at least 24 hours before disposing.
- Store all perc and wastes in sealed containers that do not leak.
- Inspect all dry-cleaning equipment at least weekly for any leaks that are obvious by sight, smell, or touch.
    - Leaks include instances where drops of perc are visible on the outside of a machine or where air can be felt coming from a machine. (Existing, small-area sources need to be inspected every other week.)
    - Dry-cleaning equipment includes hoses, pipes, fittings, couplings, valves, gaskets, seals, pumps, solvent tanks and containers, water separators, muck cookers, stills, diverter valves, and cartridge filter housings.
- At least one weekly inspection each month must be done using a halogenated hydrocarbon detector or a perc gas analyzer.
- Repair any leaks within 24 hours or, if repair parts must be ordered, within five days of receiving the parts. Parts must be ordered within two working days of finding the leak.
- Keep copies of design specifications and operating manuals for each dry-cleaning machine.

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KANSAS STATE UNIVERSITY | Pollution Prevention Institute
133 Ward Hall
Manhattan, KS 66506-2508

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